

Sample Meal Count Reporting Forms

The following are examples of forms that may be used to consolidate reimbursable meal counts into daily/weekly/monthly food service reports. The first two forms are used by schools on a daily or monthly basis. The last form is a school food authority form consolidating total meal counts by category from each school for the claiming period.

“School Lunch Daily Report” is a simple form that can be completed after the meal service which records daily counts, by category. All of the daily reports for a claiming period would be consolidated to have a total monthly meal count by category.

“Monthly Participation Record” provides the number of meals served, by category, for the claiming period.

“School Breakfast and/or Lunch Tabulation Sheet” is a form on which the school food authority consolidates monthly meal counts by category and by school/agency within its jurisdiction.

School Lunch Daily Report

1. School: _____ 2. Date: _____

Required information for student lunches served:

	Counts
3. Free Lunches Served	_____
4. Reduced-Price Lunches Served	_____
5. Paid Lunches Served	_____
6. Total Student Lunches	_____

Optional Information:

7. Food Service Employees Served	_____
8. Other Adult Meals	_____
9. Nonreimbursable Meals	_____
10. A la Carte	_____

Instructions for School Lunch Daily Report

1. Enter appropriate school.
2. Enter appropriate date.
3. Enter total number of reimbursable free lunches served that day.
4. Enter total number of reduced-price lunches served that day. This figure includes charged and prepaid lunches.
5. Enter total number of paid lunches served that day. This figure includes charged and prepaid lunches.
6. Enter total number of reimbursable lunches served for that day.
7. Enter number of food service employees served meals that day.
8. Enter number of any other adult meals served that day.
9. Enter number of nonreimbursable meals served to students (preschool students, visiting students, etc.).
10. Enter number of students who purchased a la carte item(s).

Monthly Participation Record

1. School Name: _____ 2. School Number: _____

3. Month of: _____ 19____

[illegible][illegible]

Instructions for Monthly Participation Record

1. Enter name of school.
2. Enter the appropriate school number.
3. Enter appropriate month and year.
4. Enter number of days lunch was served in the month.
5. Enter appropriate dates.
6. Enter number of paid lunches served on that date. (This includes all charged and prepaid lunches.)
7. Enter number of free lunches served on that date.
8. Enter number of reduced-price lunches served on that date. (This includes all charged and prepaid lunches.)
9. Enter number of nonreimbursable lunches served (adults, food service staff etc.)
10. Enter number of days breakfast was served in the month.
11. Enter appropriate dates.
12. Enter number of paid breakfasts served on that date. (This includes all charged and prepaid breakfasts.)
13. Enter number of free breakfasts served on that date.
14. Enter number of reduced-price breakfasts served on that date. (This includes all charged and prepaid breakfasts.)
15. Enter number of nonreimbursable breakfasts served (adults, food service staff, etc.)
16. Totals: Enter Totals for each category.

School Breakfast and/or Lunch Tabulation Sheet

(1) Page ____ of ____

(2) Check Appropriate Program: Breakfast ____ Lunch ____

(3) Claim Period:

Month ____ Year ____

Number of Reimbursable
Breakfasts or Lunches Served

Number of
Approved Applicants

(4) School Codes

(Last 4
Digits)

(5) Current
Enrollment

(6) # Days
Food Service

(7) Free

(8) Reduced
Price

(9) Free

(10) Reduced
Price

(11) Paid

TOTAL

Instructions for School Breakfast and/or Lunch Tabulation Sheet

1. Put in appropriate page numbers.
2. Check the appropriate program that claims are being submitted for.
3. Enter appropriate month and year for the claiming period.
4. List appropriate codes for the schools being claimed.
5. List current enrollment in each school.
6. List number of actual serving days during the claiming period for each school.
7. List number of approved free applications on file for each school.
8. List number of approved reduced-price applications on file for each school.
9. List total number reimbursable free meals served for the month for each school.
10. List total number of reimbursable reduced-price meals served for the month for each school.
11. List total number of reimbursable paid meals served for the month for each school.
12. Total: Enter total for each category.